SECURITY AT DUKE UNIVERSITY

2010-2011
# Quick Reference Telephone Directory

Web Site: [www.duke.edu/police/](http://www.duke.edu/police/)

## Duke Police Department Telephone Numbers

<table>
<thead>
<tr>
<th>Position/Emergency</th>
<th>Phone Number</th>
<th>Description</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergencies - Police/Fire/Medical (TDD)</td>
<td>9-1-1</td>
<td>Non-Emergencies/General Assistance (TDD)</td>
<td>684-2444</td>
</tr>
<tr>
<td>Assoc. VP, Campus Safety &amp; Security</td>
<td>684-6571</td>
<td>Records Unit (copies of reports)</td>
<td>684-4602</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>684-6571</td>
<td>Special Event Operations</td>
<td>684-4115</td>
</tr>
<tr>
<td>Deputy Chief of Police &amp; PIO</td>
<td>684-2556</td>
<td>Accreditation Manager</td>
<td>684-3350</td>
</tr>
<tr>
<td>Investigations</td>
<td>684-4713</td>
<td>Administration/Support Services Division</td>
<td>684-5868</td>
</tr>
<tr>
<td>Victim Assistance – Squad Commander</td>
<td>684-2444</td>
<td>Crime Prevention – Service/Information</td>
<td>684-5754</td>
</tr>
<tr>
<td>Assistant Operations Commander</td>
<td>681-4370</td>
<td>Lost &amp; Found</td>
<td>684-4026</td>
</tr>
</tbody>
</table>

## Other Important Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Description</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Escort</td>
<td>684-2020</td>
<td>Medical Center Escort</td>
<td>684-2020</td>
</tr>
<tr>
<td>Student Health</td>
<td>681-9355</td>
<td>Duke Hospital Emergency Department</td>
<td>684-2413</td>
</tr>
<tr>
<td>Personal Assistance Services (employees)</td>
<td>416-1727</td>
<td>Counseling &amp; Psychological Services (students)</td>
<td>660-1000</td>
</tr>
<tr>
<td>Parking &amp; Transportation Services</td>
<td>684-7275</td>
<td>Office of Institutional Equity (harassment)</td>
<td>684-8222</td>
</tr>
<tr>
<td>Maintenance for exterior lights</td>
<td>684-2122</td>
<td>Durham Crisis Response Center</td>
<td>403-6562</td>
</tr>
<tr>
<td>Office of Gender Violence Prevention and Intervention (students)</td>
<td>681-6882</td>
<td>Office of Student Conduct</td>
<td>684-6938</td>
</tr>
</tbody>
</table>
Welcome

Duke University is a large and complex institution with a work force of 32,848, a student body 13,662 and an estimated 2 million visitors per year. The Duke University Police Department has responsibility for: the academic campus; the Duke University Health System; the Duke Forest (which covers thousands of acres in several counties); and a variety of satellite facilities located away from our main campus.

The Duke University Police Department and its members take the issue of campus security seriously. Although the department is composed of dedicated and committed employees, we realize that maintaining a safe environment cannot be accomplished without the assistance and cooperation of members of the community. In essence, safety is viewed as a shared responsibility that involves members of the community and department working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community.

This report is intended to provide information about safety and about security programs and services at Duke University. Accompanying this information are crime statistics on incidents that have occurred within the campus jurisdiction (including the Health System and Duke Forest), as well as those received from municipal police for the public areas immediately adjacent to the campus. In addition to these numbers, we include crime statistics for properties owned or controlled by Duke, but not immediately adjacent to the main campus that are frequented by students. These include Durham Regional Hospital as well as Private Diagnostic Clinics located in many cities throughout NC.

We hope you will find this report valuable. Please review this information carefully and, in particular, the crime prevention tips included. Personal safety is a responsibility of everyone and we need your assistance in helping to make our campus a safe environment.

If you have any questions or suggestions about security or law enforcement at Duke University or Duke University Health System, please feel free to telephone us at 684-6571 or by sending an email to PoliceShiftSupervisors@mc.duke.edu. You may also contact the Department’s Public Information Officer at 684-2556.
Overview of the Duke Police Department

The Duke University Police Department provides law enforcement and security services to all components of Duke University including the academic campus, Duke Health System, the University's extensive research forest, and a variety of satellite facilities throughout the State of North Carolina.

The department is authorized 176 full time positions including 68 state certified Police Officers, 83 Security Officers, 12 Emergency Communications & Records Officers, and 12 civilian support staff. We also supplement staffing with our outsource partner, Allied Security. Currently, we have Allied officers working in a variety of positions, including lot and facility monitoring as well as special event functions. Duke University Police Officers are commissioned under North Carolina General Statute and have the full range of police authorities granted any municipal law enforcement officer on property owned by or under the control of Duke University, including adjacent public streets and sidewalks. Duke University Security Officers work closely with our police officers in constantly patrolling university properties and assisting employees and visitors in accessing university facilities.

The department also maintains a fully staffed investigations division, a professional recruiting and training unit, and a 9-1-1 Emergency Communications Center. The Duke Police Department maintains excellent working relationships with all area law enforcement agencies including the City of Durham Police Department, the Durham and Orange County Sheriff Departments, the North Carolina Highway Patrol, the North Carolina State Bureau of Investigation (SBI), and the local field office of the Federal Bureau of Investigation (FBI). These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators cooperating on specific cases.

In addition, our agency has sophisticated communications and computer systems to provide for instant communication between local and state agencies in times of emergency.

Essential to our goal of maintaining a safe campus is providing courteous and efficient service to the entire Duke community. If you have questions regarding the Police Department, or comments or suggestions about our services, please contact our Public Information Officer at 684-3350.

Please visit the department's web site at http://www.duke.edu/police/. This site includes detailed information about our services, along with a telephone and email directory of key department personnel.
The Campus Security Act, legal requirements

The Campus Security Act requires colleges and universities to:

• publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
• disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
• provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;”
• disclose in a public crime log “any crime that occurred on campus. . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
• disclose any agreements with state and/or local law enforcement.

Mandatory new requirements for the 2010 Annual Security Report include:

• Emergency Management policy
• Missing Student policy
• Fire Safety reporting
• Additional crime categories added to Hate Crime reporting

The Duke University Police Department prepares and distributes this report. We work with other Duke University departments, such as the Offices of the Dean of Undergraduate Students and the Office of Gender Violence Prevention and Intervention, as well as the Durham Police Department and other law enforcement agencies, to compile the information.

We encourage members of the Duke University community to use this report as a guide for safe practices on and off campus. It is available on the web at http://www.duke.edu/police/news_stats/clery.php. Each member of the University community receives a postcard that describes the report and provides its web address. For a paper copy, contact the Duke University Police Department at 502 Oregon Street, Durham, NC 27708 or (919) 684-4026.
Professional Standards

The Police Department's relationship with the community and with ensuring that we provide excellent service is vital to achieving our overall mission of a safe and secure campus. All members of the Duke community can expect to be treated in a courteous and professional manner by members of our department. The Duke Police Department will not tolerate an employee who acts unprofessionally or who does not provide an appropriate level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided.

The quality of our service is dependent in part on feedback from the community we serve. The Police Department has an extensive professional standards process in place to respond to citizen complaints and concerns. The department also has various ways in which we are able to recognize outstanding performance by our employees.

Please help us improve our department by bringing your compliments and concerns to the attention of any of the following individuals in a timely manner:

- Request the on-duty Police Supervisor (normally a Police Lieutenant) by calling 684-2444; this individual is available 24-hours a day.
- During business hours, contact us at (919) 684-3174.
- Address written correspondence to: Chief of Police, Duke University Police Department, Box 90425, Durham, NC 27708-0425.
Incident Reporting and Response

Students, employees, patients, and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, or other emergency directly to the Duke Police Department. This can be done in several ways. The first is to use one of the emergency or help phones available on campus and in the medical center. The second way is to simply dial 9-1-1 on any telephone. Dialing 9-1-1 will reach the Duke Police Department from every Duke telephone exchange. If dialing from a personal cell phone or an off-campus telephone within Durham, the call will immediately reach the Durham Police Communications Center. In either case, each agency has instant communication with the other and calls can be immediately transferred from one to the other. For non-emergency calls to the Duke Police Department, dial 684-2444. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry.

The Duke Police Department’s procedures require an immediate response to emergency calls. We work closely with the full range of City and County emergency resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Special services include experienced Investigators as well as the generous availability of local, state, and federal law enforcement agencies in providing support and assistance.

Durham CrimeStoppers

In addition to the above means of reporting incidents, you may report crimes that you witness or have information about that occur in the City of Durham to Durham CrimeStoppers at 683-1200.
**Voluntary & Confidential Reporting**

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or university judicial systems.

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the University Police for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

- **Pastoral Counselor** - a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- **Professional Counselor** - a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Certain other university departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to the University Police. This reporting allows the university to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. The University Police will investigate crime that is reported to them.

You may also report incidents or information anonymously at the Duke Police website through the Silent Witness program. The Silent Witness program is also designed to provide the police with crime tips, along with reports in which complete anonymity is desired.
Timely Warnings

Duke University issues Timely Warnings whenever a Clery crime is considered to pose a continuing risk to students and employees. Timely Warnings are typically issued for the following crime classifications: aggravated assault, arson, criminal homicide, robbery, and sex offense. Warnings may also be issued for other crime classifications on a case-by-case basis. These Warnings may be made by e-mail, text messaging and outdoor warning system, along with Duke and local news service, as determined by each circumstance.

Emergency Response and Evacuation Plan

Duke University has a multiple number of communication systems (tools) that it will initiate to notify students, faculty, staff and visitors in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of the campus community. Duke will initiate these systems, called DukeALERT, without delay, once first responders confirm a significant emergency or dangerous action. In considering the safety of the campus community, Duke officials will determine the content of the notification system and initiate the DukeALERT system unless the notification will, in the professional judgment of responsible authorities, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Community members, upon receiving a notice of an alert, should seek additional information primarily from Duke University Emergency Webpage at www.emergency.duke.edu and take actions to protect themselves and to alert others.

Duke assesses its emergency response systems each year through scheduled drills and exercises and appropriate follow-ups. It conducts an annual test of the DukeALERT Outdoor Siren System, Text Message and Email system. Duke University Occupational and Environmental Safety Office conducts announced and unannounced building evacuation drills each year. Emergency Evacuation plans and maps are posted in every building on campus.


Emergency Notification Systems at Duke University

Duke University is committed to the safety of its students, faculty, staff, patients and visitors. One component of Duke’s comprehensive safety systems includes the ability to make mass, campus-wide notifications of emergency or incident information. These notifications can be classified generally as

1. DukeALERT Emergency Notification
2. Incident Information
3. Timely Warning Notification
**DukeALERT Emergency Notification** - notification of a significant emergency when individuals need to take immediate action to protect life.

Duke University has multiple communication options available for alerting the Duke community. Examples of these significant emergencies might include significant hazard material leaks, tornadoes, contagious and dangerous diseases, etc.

The emergency communication options, called DukeALERT, include:

<table>
<thead>
<tr>
<th>Option</th>
<th>Purpose / Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor siren system</td>
<td>alert persons outside to seek shelter and obtain more information</td>
</tr>
<tr>
<td>Text messaging</td>
<td>alert individuals who have registered their mobile device at <a href="http://www.emergency.duke.edu">www.emergency.duke.edu</a> by text message of an emergency or incident</td>
</tr>
<tr>
<td>Email</td>
<td>notify all Duke email accounts</td>
</tr>
<tr>
<td>Duke Emergency Website</td>
<td>serve as the primary source and consolidation of emergency and information updates</td>
</tr>
<tr>
<td>Direct contact</td>
<td>officials may alert specific community members directly, depending on the situation</td>
</tr>
</tbody>
</table>

Other options, such as notification through building fire alarms or public address systems, may also be used. Notification to the larger community may be made through the local media. Duke community members may sign up to receive text messages at [www.emergency.duke.edu](http://www.emergency.duke.edu).

**Notification Process**

Generally, the Duke University Police Department (DUPD) will respond and confirm there is a significant emergency on campus. The response may be in conjunction with others, such as fire department or hazardous material officials.

In some cases, other university officials (such as the Vice President for Student Affairs or Vice President for Human Resources) may recognize and confirm a dangerous or emergency situation involving an immediate threat to the health of the campus, such as significant disease outbreak.

Upon confirmation of an emergency, DUPD management or other officials will typically coordinate with the Duke University Emergency Coordinator. Together, they will determine which segments of the campus community to be warned and determine the content of the warning.

Officials in the DUPD, Duke Human Resources and Duke News and Communications can activate the DukeALERT system to send mass emails and text messages. The DUPD has the capability to activate the outdoor siren warning system.
Community Actions Upon Receipt of DukeALERT Message

Community members, upon receiving a notice of an alert, should seek additional information primarily from Duke University Emergency Webpage at www.emergency.duke.edu, and take actions to protect themselves and to alert others. Generally, it is difficult to provide a set of instructions applicable to all community members. Individual actions will depend on factors such as the type and one’s proximity to the emergency. We encourage everyone to be familiar with department and university emergency plans.

Incident Information

Incidents may occur on campus that do not appear to involve an immediate threat to the health and safety of students or employees, but due to their significance, may justify community notification.

Incidents may include, but are not limited to: follow up to an emergency notification; a significant incident on or off campus; severe weather warning; or a major facilities failure.

Communication options for incident information include: email, www.emergency.duke.edu, Duke Today and media.

Timely Warnings

See Timely Warning section above

Emergency Response and Evacuation Procedures

Duke University regularly conducts fire drills requiring evacuation in its facilities. Theses drills, conducted at least annually, are both announced and unannounced. These drills are used to:

- Familiarize community members to the audible and visible evacuation signals and the exit routes available to use in the event of a fire or other situation that requires immediate evacuation
- Evaluate the performance of the employees in a fire incident and the effectiveness of the behaviors used in accordance with the fire drills and the Emergency Plans/Site Specific Fire Plans

The DukeALERT system is also tested annually; procedures are publicized in conjunction with this test. The results of the drills are documented. Evacuation plans are posted in each building that show the floor plan, exits and suggested evacuation routes.

In addition, Duke University conducts drills and exercises to practice and evaluate its proficiency and plans in emergency notification, response and recovery capacity. These exercises are conducted both at the department/division level as well as the institution level.

Fire Alarm Evacuation Policy

Instructions: Once a fire alarm sounds, do not assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.
While evacuating, remain attentive for dangerous or criminal activity that may be associated with the evacuation notice. Fire alarm activations may be associated with incidents other than fire. It is also possible that an individual has falsely activated the alarm system. If you observe criminal or suspicious activity, report it immediately to the Duke University Police.

Evacuation Procedures

- Close all windows and (leave the overhead light ON.)
- Before opening any door, feel the door. If it is HOT, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.
- If you cannot leave the room, open the window, hang a sheet or other light-colored object out of the window to attract the attention of emergency personnel and then close the window. If there is a phone in the room, call Campus Police (911) and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.
- If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.
- DO NOT use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
- If you have exited the facility, stand clear of the building and report to your designated check-in area. Emergency apparatus may be maneuvering around the building.
- Follow the directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

General Evacuation Procedures are to:

R - REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY to include patients, visitors, students and employees.
A - ACTIVATE MANUAL PULL ALARM/DIAL 911. Give the following information: The exact location of the fire (Building and Location-Area, Building Zone or Color or Zone Floor, Room Number) and the name of person calling and phone number.
C - CLOSE ALL DOORS AND WINDOWS to prevent the spread of fire and smoke.
E - EXTINGUISH THE FIRE with a portable fire extinguisher or EVACUATE THE AREA. DO NOT USE THE ELEVATOR.

Go to [http://www.safety.duke.edu/FireSafety/Default.htm](http://www.safety.duke.edu/FireSafety/Default.htm) for additional information concerning the Fire Drill Program, fire safety and evacuations.
Fire Safety Report

Campus Fire Safety Right to Know Act

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges/universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly display fire safety information and statistics, much as they already do with other safety statistics, such as campus theft and assault. This information provides prospective and current students of the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled.

The full report, including fire statistics for on campus residences and building evacuation procedures, can be accessed at:

http://www.safety.duke.edu/FireSafety/RightToKnow.htm
Gender Violence Prevention and Intervention

Rape and sexual assault awareness programs are available through the Office of Gender Violence Prevention and Intervention located in the Duke Women’s Center. Should a rape or sexual assault occur, call Duke Police at 9-1-1 or the Office of Gender Violence Prevention and Intervention at 681-6882. Assistance is available 24 hours a day.

The Duke Police Department is available to receive and investigate reports of rape and sexual assault, assist a victim in securing medical attention, participate in evidence preservation and collection, conduct investigations, and inform the victim of legal and administrative options both on and off campus.

Guidelines or suggestions to follow after a rape or sexual assault:

- Get to a safe place as soon as you can.
- Contact the Police Department at 911.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, do not wash your clothing, including undergarments; put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact someone you trust to be with you and support you.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support. You can reach a counselor by calling the Durham Crisis Response Center or the Dean on call.

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Office of Student Conduct– Sexual Misconduct Policy

A comprehensive sexual misconduct policy for Duke University's undergraduate population is published in the The Duke Community Standard in Practice: A Guide for Undergraduates, available online at:

http://registrar.duke.edu/bulletins/communitystandard
Resources

For both male and female students and employees, as well as their families, partners and friends, the Office of Gender Violence Prevention and Intervention is available to offer confidential 24 hour crisis intervention; provide support groups; accompany the victim to medical and law enforcement agencies; serve as a victim advocate with university departments and community agencies; assist a victim with relief from academic responsibilities; and assist in securing changes in on-campus housing. Counseling and support services are also available from Duke’s Counseling and Psychological Services (CAPS), 660-1000; Durham Crisis Response Center, 403-6562; and local community agencies and therapists.

Talk to an advocate.

An advocate is someone who can help you understand what your rights are and what resources are available on and off campus. Duke University has an advocate available to you 24 hours a day, seven days a week by accessing the Dean-on-Call at pager # 919-970-4169.

The Office of Student Conduct is responsible for university disciplinary procedures following a report of rape or sexual assault involving undergraduate students. Both accuser and accused are entitled to have an advisor present at all hearings and proceedings. Both parties shall be informed of the outcome of any disciplinary hearing. Possible sanctions for being found responsible include, but are not limited to, expulsion, suspension, probation, counseling, and other sanctions as deemed appropriate by the hearing body.

North Carolina Sex Offender and Public Protection Registry

All convicted sex offenders coming to or in North Carolina, including students, are required to register with the local county sheriff’s department for inclusion in the North Carolina Sex Offender and Public Protection Registry. This Registry may be viewed locally at the local county sheriff’s department or accessed directly on-line at:

http://sexoffender.ncdoj.gov/
Access to Facilities

The administrators responsible for each facility determine access to each campus and health system facility. The Duke Police Department works closely with these administrators and the appointed building managers to maximize security coverage and to ensure appropriate access controls.

Campus

Residence halls are provided with electronic key card access systems that are connected to a central computer monitored 24 hours a day. The Duke Police Department is notified whenever a door is forced or propped open for any significant period of time. Several classroom buildings, especially those that house computer clusters, also have electronic key card access systems that operate during other than normal working hours. Some interior spaces are also secured in this manner.

Duke’s Facilities Management Department (FMD) takes safety and security service needs as its highest priority. FMD immediately responds to reports of inoperable doors, burned out lights, broken windows and screens, and requests from the Duke Police Department to do such things as trim bushes for safety and security reasons.

Duke Police personnel closely monitor any security-related maintenance problems after hours until reported to and resolved by FMD personnel.

Health System

Health System buildings are equipped with a variety of card access and proximity readers to assist in controlling building access. These readers are monitored by the Building Automation System (BAS) office of Engineering & Operations and Duke Police are notified and promptly respond to reported problems. In addition, security camera systems are installed at key points throughout the medical center complex and in the medical center garages.

Duke Police personnel respond to any security-related maintenance problems after hours until they are resolved by the Medical Center Engineering & Operations Department.

Contact Information

For any concerns regarding your physical security, contact the Duke Police at 684-2444 (or 9-1-1 in an emergency). To report damages or repairs to buildings, property, or rooms within (malfuctioning doors, broken windows, etc.), contact the appropriate maintenance department for your location. For campus, FMD may be contacted at 684-2122; for medical center, contact E&O at 684-3232.
Alcoholic Beverages and Illegal Drugs

Duke University policies and procedures, including the enforcement practices of the Duke Police Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of these substances.

Compliance & Enforcement: Employees

Substance abuse is detrimental to an individual’s health and may jeopardize safety in the workplace. For these and other reasons, the unauthorized use, possession, storage, manufacture, distribution and sale of alcohol, controlled substances, and illegal drugs is prohibited on Duke’s premises or during any business conducted in Duke-supplied vehicles or during working hours. See the Duke Substance Abuse Policy Statement at https://www.hr.duke.edu/policies/health_safety/substance_abuse.php for more information, including the policy details.

Compliance & Enforcement: Students

Failure to abide by University rules and regulations concerning alcohol and drug use will result in disciplinary action. Duke’s substance abuse education programs exceed the requirements of the Higher Education Act of 1965, as amended. In addition to traditional enforcement methods, the Police Department works closely with the Office of Student Conduct in matters involving student alcohol consumption and related University policies.

The Duke Community Standard

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and nonacademic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

See http://registrar.duke.edu/bulletins/communitystandard for complete information on alcohol and drug policies for undergraduate students.
North Carolina State Law Regarding Alcohol

For complete information regarding North Carolina state laws governing alcohol, one should consult North Carolina General Statutes, Chapter 18B. Some highlights are excerpted below. Of particular note are the provisions of “§ 18B-302. Sale to or purchase by underage persons.”

It is illegal for anyone less than 21 years of age to:

- **Possess or consume** any alcoholic beverage (the prohibition of consumption of alcohol is a new provision of North Carolina law as of 8/21/06)

  Penalty: If convicted, this offense is a misdemeanor, which will become a matter of public record and subject one to court costs and/or fines and/or community service.

- **Purchase or attempt to purchase** any alcoholic beverage

  Penalty: If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and/or community service; also, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one (1) year.

- **Use or attempt to use, in order to obtain** alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person

  Penalty: If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV may revoke the defendant's driver's license for one (1) year.

- **Permit (aid or abet)** the use of one's driver's license or any other identification-document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol

  Penalty: If convicted, this offense is a misdemeanor resulting in court costs and/or a fine and the DMV may revoke the defendant's driver's license for one (1) year.

It is illegal for anyone (regardless of age) to:

- **Aid and abet an underage person** in the sale, purchase, and/or possession of alcohol (including-giving alcohol):

  Penalty: If convicted, this offense a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six (6) months or both, and if the defendant is underage, upon conviction, the DMV will revoke the defendant's driver's license for one (1) year.
Definitions

*Alcoholic Beverage*—any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including beer, wine, liquor, and mixed beverages.

*Malt Beverage*—beverage containing at least one-half of one percent (0.5%) and not more than six percent (6%) alcohol by volume.

*Sale of Alcohol*—any transfer, trade, exchange or barter, in any manner or by any means for consideration of alcohol (e.g., cover charges, mug/t-shirt sales, etc.).

*Spirituous Liquor or Liquor*—distilled spirits or other alcohol and mixtures of cordials and premixed cocktails in closed containers for beverage use regardless of their dilution.

*Unfortified Wine*—wine with an alcohol content of not more than 17 percent.

*Use of Alcoholic Beverages*—possession, consumption, distribution, purchase, sale, or transfer of alcoholic beverages.

Drugs and Drug Paraphernalia

North Carolina state law prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the North Carolina Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under North Carolina state law and university policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the North Carolina Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through University disciplinary procedure.

Resources

- Alcohol and Other Substance Abuse Prevention Center: 681-4646
- Student Health Center – Main: 681-WELL (681-9355)
- Student Health Center – Healthy Devil peer education program: 668-0997
- Counseling and Psychological Services (CAPS): 660-1000
- Employee Occupational Health and Wellness - Personal Assistance Service (PAS): 416-1727
Missing Student Notification Policy

In accordance with the Higher Education Opportunity Act of 2008, Duke University has developed a policy for notifying the designated emergency contact in the Automated Course Enrollment System database (“ACES”) for a student who resides in on-campus housing and who is determined to be missing.

A student may be deemed missing if it is reported to appropriate university officials (Duke Police, Residence Coordinator-on-Call, or the Dean-on-Call) that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more. A Residence Coordinator-on-Call or Dean-on-Call who receives such a report will immediately report it to Duke University Police.

Upon determination by Duke University Police that a student is missing, the designated emergency contact will be notified as soon as possible but no later than 24 hours after that determination. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.

Students are encouraged to periodically review and update their emergency contact information in ACES.
Definition of Terms

Sex Offenses Definitions: As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape
The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy
Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with an Object
The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Non-Forcible: Unlawful, non-forcible sexual intercourse.

A. Incest
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape
Non-forcible sexual intercourse with a person who is under the statutory age of consent.
Definitions from the federal Uniform Crime Reporting Handbook

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned acts. (Driving under the influence is NOT included in the statistics.)
Location Definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

On-Campus: (1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendor).

Non-Campus Building Or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Duke University has no off-campus housing or student organization facilities. A large number of Duke graduate and professional students and a few undergraduate students live off the campus. Duke University does have a variety of satellite facilities located away from the main academic campus and Duke Medical Center complex. With some exceptions (i.e. Durham Regional Hospital and Private Diagnostic Clinics), these are administrative offices and not educational facilities.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to Duke's campuses.

The crime statistics reflect those offenses mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that have been compiled by the Duke Police Department. These include all reports made to the Duke Police as well as officials of the University who have significant responsibility for student and campus activities. The Public Property portion of the tables reflects those statistics that the Durham Police Department provided.

Residential Facilities = dormitory and apartment residences at the University including those on West Campus, East Campus, North Campus, and Central Campus.

On Campus = Residential Facilities numbers (above) with the addition of parking lots, open areas, and non-residential facilities on the University’s academic campus including West Campus, East Campus, North Campus, and Central Campus as well as the facilities of Duke University Health System including Duke Clinics, Duke Hospital, and the Medical Center’s North Campus.

Non-Campus = Duke property not immediately adjacent to the main campus that is frequented by students, including Durham Regional Hospital as well as Private Diagnostic Clinics located in many cities throughout NC.

Public Property = public streets passing through the campus; public property and streets immediately adjacent to and accessible from the campus as reported to the Duke and Durham Police Departments.

Duke Marine Lab = The Duke Marine Lab is located on a small, self-contained island connected by causeway to the Town of Beaufort, NC.
# Duke University Main Campus
## 2007-2009 Annual Crime Statistics

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>RESIDENTIAL FACILITIES</th>
<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
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<td>Murder / Non-Negligent Manslaughter</td>
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**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES CATEGORY ARE ALSO INCLUDED IN THE ON CAMPUS CATEGORY**

**REFERRED = referred for disciplinary action**

See "Explanation of Crime Statistics and Terms" section for complete definitions of crimes and what types of properties comprise the reporting properties.

**Note:** Duke University had no reported Hate Crimes for the years 2007-2009.
## Duke University Marine Lab
### 2009 Annual Crime Statistics

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>RESIDENTIAL FACILITIES</th>
<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
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<td>MURDER / NON-NEGLIGENCE MANSLAUGHTER</td>
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</table>

**CRIMES REPORTED IN THE RESIDENTIAL FACILITIES CATEGORY ARE ALSO INCLUDED IN THE ON CAMPUS CATEGORY**

**REFFERED** = referred for disciplinary action

See "Explanation of Crime Statistics and Terms" section for complete definitions of crimes and what types of properties comprise the reporting properties.

**Note:** Duke University had no reported Hate Crimes for the years 2007-2009
Crime Reduction Programs

The Duke University Police Department promotes prompt reporting of all crimes to all appropriate police agencies. Several policies and programs are used to encourage and promote safety, including:

Orientation & Crime Reduction Programs

Duke Police officers deliver crime prevention programs at student orientation and employee training sessions. The department also provides programs on rape awareness, robbery/shoplifting prevention, and infant abduction prevention, violence in the workplace, and underage drinking/alcohol laws. In 2009, Duke Police conducted 146 of these safety and crime prevention briefings, which were attended by 11,855 students, employees, faculty, and members of the community. 140 of these were personal safety talks, and 6 were community outreach programs that included a mix of safety briefings and crime prevention fairs.

In 2009, the Office of Gender Violence Prevention and Intervention provided 24 separate outreach and education programs that promote sexual assault awareness and highlight the support mechanisms available for victims. Among these were self-protection classes, orientation sessions for first year students, residence hall discussion groups, and immersion retreats such as "Common Ground", whose goal is to create a more inclusive campus community by teaching participants how to actively and thoughtfully promote respect and understanding of others within their respective communities.

Security Audit Services

Duke Police officers perform security audits of facilities upon request. Recommendations for access and surveillance systems, alarm needs, and instruction and trouble shooting of alarm systems are also provided.

Daily and Weekly Crime Publication

Via our Weekly Crime Report link on our Info page tab, the Duke Police updates and publishes daily all crimes reported to us. A printed daily log is also maintained in the department’s Records Office and is available for public review.

University Newspapers

The Duke Police Department's Operations Commander has daily contact with university newspapers, The Chronicle (the Duke student newspaper) and DUKENews online (from Duke Office of News & Communications) at http://www.dukeneWS.duke.edu/, and reports significant incidents that occur. Information on crimes is also solicited in this manner.

Crime Reduction Information

Crime reduction information that includes requests to immediately report all crimes or suspicious activities to the police is regularly distributed during programs.
Crime Reduction Tips

Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Use campus escort services.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use a help phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

Protection from Date Rape Drugs

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other’s drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

Residential Safety

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop card reader doors.
- Call 9-1-1 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.
Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with Parking Services.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers unattended.

Reporting Lost or Stolen Access Cards

- Lost or stolen Duke Cards should be reported to the Duke Card Office at 684-5800.
- Lost or stolen medical center access cards should be reported to Medical Center Engineering & Operations at 684-4004.
Safety Off-Campus

Duke University has no off-campus housing or student organization facilities. Many Duke graduate and professional students and a number of undergraduate students live away from the campus. Duke University does have a variety of satellite facilities located away from the main academic campus and Duke Health System complex. With some exceptions (i.e. Duke Marine Lab, Durham Regional Hospital, and Private Diagnostic Clinics), these are primarily administrative offices and not educational facilities.

Relationship with local law enforcement

The Duke Police Department handles criminal matters at all university-owned facilities located within a reasonable distance from the main campus. The Duke Police Department, in formal agreement with the Durham Police Department, maintains an exercise of concurrent jurisdiction within several blocks of the main Duke University Campus property. However, the Durham Police are primarily responsible for handling cases of serious criminal activity. Matters occurring at properties that are more distant from the main campus are handled either entirely by the local law enforcement agency with jurisdiction (i.e. City Police or County Sheriff’s Departments) or handled by such agencies in conjunction with Duke Police.

If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off-campus involving Duke students, they may notify the Duke University Police Department. However, other agencies’ policies do not require such notification. Students in these cases may be subject to arrest by the local agencies and subject to university disciplinary action through the Office of Student Conduct. Also, see The Duke Community Standard in Practice: A Guide for Undergraduates, and its e-version at http://registrar.duke.edu/bulletins/communitystandard

The Duke Police Department monitors off-campus criminal activity that may affect the University community so that it may provide timely warnings and advisories. This information is disseminated via campus media, outdoor warning system, text and e-mail messaging, posted bulletins, and through the student residential staff. Although the department does not routinely record statistics on crimes that occur outside its legal jurisdiction, it does collect and publish statistics for select crimes occurring on public property immediately adjacent to the University.

In general, prospective students, employees, and visitors to Duke University should know that as with any campus, there is crime both on- and off-campus and that it is important to take reasonable precautions at all times. The Duke Police Department can assist any member of the Duke community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact the department's Public Information Officer at 919-684-2210 for assistance.

For additional local, off-campus information, you may contact the Durham Police Department and the Durham County Sheriff’s Office.
Safety at the Duke Marine Laboratory

The Duke University Marine Laboratory is a division within the Nicholas School of the Environment and Earth Sciences. Its mission is education and research in the basic ocean processes, coastal environmental management, marine biotechnology and marine biomedicine.

The Marine Laboratory is situated on Pivers Island within the Outer Banks of North Carolina, only 150 yards across the channel from the historic town of Beaufort. A bridge connects the island with US Highway 70, making the laboratory accessible by automobile.

The Marine Laboratory consists of 23 buildings, including several dormitories, a large dining hall, one residence, a boathouse that has been remodeled as a student commons, a storehouse for ships’ gear, classroom laboratories, six research buildings, and a maintenance complex. The laboratory also maintains an electronics shop, a workshop, a stockroom, and a purchasing department. Building access control is by lock and key. A maintenance employee is on duty or call 24/7 to assist with access, monitor building security and to report safety or security concerns to the Marine Laboratory administration.

The Marine Laboratory operates the R/V Susan Hudson, a 57-foot fully-equipped coastal oceans research vessel, and is the home port for the R/V Cape Hatteras, a 135-foot oceanographic research vessel operated for the National Science Foundation by the Duke University / University of North Carolina Oceanographic Consortium.

The Marine Laboratory operates year-round to provide educational, training, and research opportunities to about 3,500 persons annually, including undergraduate, graduate and professional students enrolled in the university's academic programs; visiting student groups who use the laboratory's facilities; and scientists who come from North America and abroad to conduct their own research.

Contact Information

Note that the immediate responding local law enforcement agency to the Marine Laboratory campus is the Carteret County Sheriff’s Department.

- In any emergency (medical or criminal), dial 911.
- The non-emergency telephone number for the Sheriff’s Department is (252) 504-4800.

The Sheriff’s Department patrols unincorporated areas of Carteret County, responds to calls for service, and investigates crimes in these areas. The Marine Lab also has security officers on the island from 6pm to 6am on week days and 24-hour coverage on weekends and holidays (phone number is 252-659-0572). These security officers are also CPR trained.

The Duke University Police Department may also assist local law enforcement in investigating crimes reported at the Marine Laboratory campus. It is also available to provide crime prevention programs for student orientations, as well as programs on alcohol impairment and laws. Although crime is infrequent at the lab, please remember to follow the advice as outlined above in the Crime Reduction Tips section.